

CHARTER
OF THE
OVERSEAS SCHOOLS ADVISORY COUNCIL

I. PURPOSE AND OBJECTIVE

- A. The Overseas Schools Advisory Council (hereinafter, "the Council") was established March 1, 1967, by the Department of State to seek the advice of a selected group of American leaders from the business, foundation, and educational communities, on issues affecting the American-sponsored elementary and secondary schools abroad (hereinafter referred to as "overseas schools") that are assisted by the Department of State.
- B. The main objectives of the Council are:
 - (a) To advise the Department of State regarding matters of policy and funding for the overseas schools.
 - (b) To help the overseas schools become showcases for excellence in education.
 - (c) To help make service abroad more attractive to American citizens who have school-age children, both in the business community and in Government.
- C. To achieve these objectives, the Council shall provide the advice and expertise of American leaders from the business, professional, foundation, and educational communities. The duties of the Council are:
 - (a) Coordinating the efforts of U.S. business firms and foundations with those of the Department of State to provide needed educational facilities for dependents of U.S. citizens abroad.

- (b) Facilitating the flow of and providing advice on the use of resources (funds, buildings, equipment, and supplies) from private and public agencies to assist those independent community schools abroad that are assisted by the Department of State.
- (c) Advising and consulting with the Department of State on the relations between the U.S. Government and private agencies, which are concerned with independent community, elementary and secondary schools abroad that are assisted by the Department.

II. AUTHORITY

The Committee is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22 of the United States Code, in particular Section 2656 of that Title and consistent with the Federal Advisory Committee Act, as amended (5 U.S.C. App.). The Under Secretary for Management's approval of this Charter constitutes a determination by the Secretary of State that the renewal of the Committee Charter is in the public interest in connection with the performance of duties of the Department of State.

III. RELATIONSHIP WITH OTHER BODIES

The Council will maintain a close liaison with the Office of Overseas Schools, Department of State.

IV. ORGANIZATION

- A. The Council will have four officers, not more than twenty-five representative members, and such ex-officio members as may be necessary.

- (a) The officers will be:

Chair	Public member from the business, professional, foundation or educational communities;
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Two Vice Chairs Public members from the business, professional, foundation, or educational communities; and,

Executive Secretary Director, Office of Overseas Schools, Department of State. The Executive Secretary will serve as the Designated Federal Officer of the Council.

- (b) The Executive Secretary shall be a full-time or permanent part-time Federal employee. The Executive Secretary will approve or call meetings of the Council and Executive Committee, prepare and approve all meeting agendas, attend all Council and Executive Committee meetings, adjourn any meeting when he or she determines adjournment to be in the public interest.
- (c) The officers, except for the Executive Secretary, and members shall be senior executives of businesses and foundations and leaders in the professional and educational communities, and shall be appointed by the Assistant Secretary for Administration upon recommendation of the Executive Secretary of the Overseas Schools Advisory Council. The members are representatives of their organizations to the Council.
- (d) The Council may recommend the appointment of honorary members to recognize previous significant contributions and to provide an opportunity for such members to continue services on behalf of the Council.
- (e) Vacancies will be filled by the Assistant Secretary for Administration upon recommendation of the Executive Secretary.
- (f) The Chair and Vice-Chairs shall be elected for two terms by the Council's members.
- (g) All staff and support functions required for operation of the Council shall be supplied by the Office of Overseas Schools, Department of State.

V. OPERATIONS

- A. The Council officers will have the following responsibilities:
- (a) The Executive Secretary shall establish the agenda for the meetings of the Council, and shall convene all meetings. The Chair shall preside over all meetings. The Department shall, as necessary, create sub-groups or sub-committees to study matters falling within the Council's jurisdiction.
 - (b) One of the Vice-Chairs, in the absence of the Chair, will act as Chair.
 - (c) The Executive Secretary will also prepare the minutes of each meeting, which shall, as a minimum, contain a record of: (1) the time, date, and place of the meeting, (2) a list of the persons present, including committee members, staff, and agency employees, (3) members of the public who participated at the meeting and the interests or affiliations they represented, (4) a description of matters and materials discussed and conclusions reached, including rationale for recommendations made, and (5) copies of all reports received, issued, or approved by the Council.
 - (d) The Executive Secretary shall attend all meetings of the Council or sub-committees thereof, and shall adjourn any meetings whenever he or she considers adjournment to be in the public interest.
 - (e) The Chair shall certify the accuracy of the minutes of the Council and any subcommittee thereof within 90 days of the meeting to which the minutes relate.
- B. It is anticipated that the Council will meet once a year, with additional meetings subject to the call of the Chair and the approval of the Executive Secretary. A quorum will be a majority of the members of the Council. A quorum must be present before a meeting can be held.
- C. The functions of the Council or sub-committees thereof will be solely advisory, and final determinations of action to be taken as a result of the work of the Council will be made by appropriate U.S. Government officials.

- D. The Council will report to the Under Secretary for Management through the Council's Executive Secretary. The method of reporting will be oral and/or written.
- E. The Council records, and those of any subcommittee, will be handled in accordance with General Records Schedule 26, Item 2. The records shall include all papers and documents pertinent to the Council's establishment and activities, including its charter; meeting agendas; determinations for closed or partially closed meetings; summaries of minutes and all documents related to Council proceedings; its roster and all communications between the Department of State and the Council members; and all written materials and reports considered and/or issued by the Council. All Council records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
- F. The focus of the Council's activities will be on (1) providing information and expertise to the overseas schools in the area of local fund-raising programs through such projects as fund-raising handbooks, directories of U.S. corporations and foundations and consulting services, among others; (2) providing information to the U.S. business community regarding the American educational facilities available for American children abroad and the needs of these American schools; and (3) providing in-depth recommendations regarding additional activities that would be of benefit to the overseas schools.

VI. FUNDING

- A. All funding necessary for the organization and operation of the Council shall be supplied from the Salaries and Expenses Allotment of the Office of Overseas Schools.
- B. Necessary expenditure of funds shall have the approval of appropriate officials of the Office of Overseas Schools.
- C. The members of the Council will serve without compensation, but may in accordance with laws and regulations, be allowed transportation and per diem in lieu of subsistence and other expenses.

- D. The annual estimated operating costs of the Council are:

Federal Staff	\$71,000
Other	<u>93,000</u>
Total	\$164,000

Projected annual FTE years of federal staff support are 0.6.

VII. EXECUTIVE COMMITTEE

- A. There shall be an Executive Committee of the Council.
- B. The purpose of the Executive Committee, a sub-committee comprised of selected members of the Council, is to assist and advise the Council with respect to policy and financial matters relating to American-sponsored elementary and secondary schools abroad that are assisted by the Department of State. The Executive Committee will:
- (a) Provide advice to the Council on matters of policy and finance in preparation for meetings of the full body of the Overseas Schools Advisory Council.
 - (b) Develop proposals and submit them to the Council for preliminary consideration prior to regular meetings of the Council.

VIII. ORGANIZATION OF THE EXECUTIVE COMMITTEE

- A. The officers of the Executive Committee are the same as the officers of the Overseas Schools Advisory Council.
- B. Other members of the Executive Committee will be selected from the membership of the Overseas Schools Advisory Council by the Chair of the Council.
- C. Staff and support functions required for operation of the Executive Committee shall be supplied by the Office of Overseas Schools, Department of State.

IX. OPERATIONS OF THE EXECUTIVE COMMITTEE

- A. The Committee Officers will have the following responsibilities:
- (a) The Executive Secretary shall establish the agenda for the meetings, and will convene and adjourn all meetings. The Chair shall preside over the meetings, unless absent. Executive Committee meetings are meetings of a sub-committee; as such, they are not open to the public, unless: (1) the Executive Committee makes a recommendation directly to the Department of State, or (2) its recommendations are intended to be adopted by the Council without further deliberation.
 - (b) One of the Vice-Chairs, in the absence of the Chair, will act as Chair.
 - (c) The Executive Secretary will prepare the minutes of each meeting, which shall as a minimum consist of a list of Committee members, staff and agency employees present; the time and place of meeting; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the Committee; if the meeting was open to the public, an explanation of public participation including a list of members of the public who present oral or written statements and an estimate of the number of the public attending the meeting. Between meetings, the Executive Secretary will ensure that necessary business of the Committee is conducted by correspondence.
 - (d) The Executive Secretary shall attend all meetings of the Executive Committee, and shall have the authority and be required to adjourn any meetings whenever he or she considers adjournment to be in the public interest.
- B. In the case of matters dealt with by correspondence, rather than by a meeting of the Committee, a quorum is the entire membership of the Committee.
- C. The Executive Committee will report exclusively to the Overseas Schools Advisory Council and shall not provide advice or any products directly to the Department of State. The method of reporting will be oral and/or written. The Executive Committee's records shall be maintained in accordance with General Records Schedule 26, Item 2, separately from the Overseas Schools Advisory Council records, and will consist of all papers

and documents pertinent to the Committee's establishment and activities, including the Charter of the Overseas Schools Advisory Council; agenda; summary of minutes and all documents related to Executive Committee proceedings; and all written materials and reports considered and/or issued by the Executive Committee.

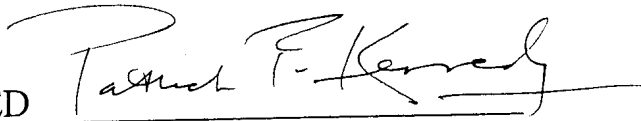
X. ACCESSIBILITY OF PUBLIC TO THE COUNCIL

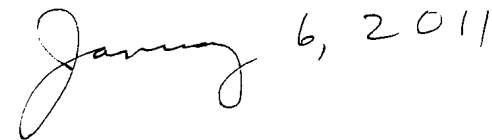
- A. In the absence of exceptional circumstances, meetings of the Council will be announced in the Federal Register at least 15 days prior to convening a meeting, unless a shorter notice is appropriate under 41 C.F.R. § 102-3.150.
- B. The notice in the Federal Register will indicate the hour, date, and location of the meeting, and whether the meeting is open to the public. The notice will also include a summary of the agenda or topics to be discussed at the meeting and the name and contact information of an appropriate Department official who can provide additional information about the meeting.
- C. When it is formally determined that it is in the public interest, pursuant to 5 U.S.C. § 552b(c), to close part or all of the Council's meeting to the public, the notice in the Federal Register and the Department of State press release announcing the meeting will so state, along with the reason for closure and the specific statutory exemption that is the basis for the closure.
- D. Members of the general public who wish to attend the scheduled meetings will be admitted up to the limits of the capacity of the meeting room.
- E. The Council may prescribe reasonable limitations as to the nature and extent of participation by the general public in all meetings.

XI. TERMINATION

- A. It is anticipated that there will be a continuing need for the advice offered by this Committee. The Department will periodically review this need.
- B. In accordance with P.L. 92-463, Section 14(a)(1), the Council and its components will terminate two years from the filing date of this Charter unless it is formally determined to be in the public interest to continue it for a period of another two years.

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date when copies have been provided to the appropriate standing committees of the Senate and the House of Representatives having legislative jurisdiction for the Department of State and to the Library of Congress pursuant to the provisions of said Act.

APPROVED 
Patrick F. Kennedy
Under Secretary of State for Management

DATE 

FILING DATE: